

OpenBook NCAS Job Aid

In support of Governor Perdue's NC OpenBook initiative, effective July 1, 2009, and oversight of the American Recovery and Reinvestment Act (ARRA) funds, four new fields have been added to the NC E-Procurement 'Create eRequisition' functionality: '**Bid Number**', American Recovery & Reinvestment Act '**ARRA Funds**', '**Federal Award Number**', and Grants Information Center '**GIC Grant ID**'. These functional changes will enable tracking and accurate reporting on purchase order transactions.

Bid Number

On state term contract catalog items, the Bid Number field will automatically populate with the appropriate IPS Bid Number and is not editable by users. For non-catalog contract items, users can select the appropriate IPS Bid Number from the '**Bid Number**' dropdown menu on the '**Add Non-Catalog Item**' and '**Edit Line Item**' pages. The selected Bid Number and associated description will be visible in the line item details, on the '**View Line Items**' and '**Summary**' pages, and on the printed requisition. Additionally, users may search by Bid Number using the System Search tool.

PR9017020: Untitled eRequisition
 Items: 0 Total: \$0.00USD

2 Add Non-Catalog Item eRequisition

Full Description:

Quantity:
 Unit of Measure:

*Commodity Code:
 *Supplier:
 Location:

Bid Number:
 Supplier Part #:
 Recycled Content?
 Item Classification:
 Contract:
 Blanket Purchase? ☐ Yes ☒ No

Price:
 Tax Rate:
 Tax Amount:
 Other Costs:
 Amount:

Accounting - by Line Item

Company:
 Account:

ARRA Funds and Federal Award Number

When a user selects a company and center accounting combination that is associated to ARRA Funds, both the **'ARRA Funds'** and **'Federal Award Number'** fields will be displayed on the line item. The **'ARRA Funds'** field will be displayed as a selected checkbox and is not editable by the user. When an accounting combination is selected that is not related to a Federal Award Number, the **'Federal Award Number'** field will be a 50 character free-form text field. If populated, both the **'ARRA Funds'** and **'Federal Award Number'** will be visible in the line item details, on the **'View Line Items'** and **'Summary'** pages, and on the printed requisition.

Comments for Accounts Payable Attention:

Due-on Date:

Action Dates:

Action Date	Reason
No items	

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Additional Data:

*Receiving Tolerance:

Accounting - by Line Item

ARRA Funds? ☒

Account Type:

*Bill To:

*Payment Basis:

Federal Award Number:

GIC Grant ID:

Entity:

*Company:

*Account:

*Center:

Multi Year Indicator:

Project Company:

Project Code:

Shipping - by Line Item

Ship To:

Deliver To:

Need-by Date:

GIC Grant ID Number

Users will now have the ability to enter a valid GIC Grant ID in the '**GIC Grant ID**' field on both catalog and non-catalog requisition line items. Once populated, the '**GIC Grant ID**' will be visible in the line item details, on the '**View Line Items**' and '**Summary**' pages, and on the printed requisition. The '**GIC Grant ID**' field is a 15 character alphanumeric free-form text field with specific validation rules. If the following validation rules are not followed, users will receive a warning message requiring them to update the '**GIC Grant ID**' to a valid value.

- The '**GIC Grant ID**' must contain 15 alphanumeric characters.
- The '**GIC Grant ID**' must not contain any spaces or special characters.
- The first character of the '**GIC Grant ID**' must be either a '**P**' or a '**G**'.
- The second character of the '**GIC Grant ID**' must be either a '**1**', '**2**', '**3**', '**4**', or '**5**' based on the accounting combination selected.
- The third character of the '**GIC Grant ID**' must be a '**0**'.
- The fourth and fifth character of the '**GIC Grant ID**' must match the **first two digits** of the '**Company**' accounting combination selection.
- The eleventh and twelve characters of the '**GIC Grant ID**' must be numeric values.

*Commodity Code:	525-50 - Books, Accession	Price:	\$7.00USD
*Supplier:	(No Preference)	Tax Rate:	Other
Location:	(no value) [select]	Tax Amount:	\$0.00USD
Bid Number:	(no value)	Other Costs:	\$0.00USD
Supplier Part #:		Amount:	\$7.00USD
Recycled Content?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Item Classification:	<input checked="" type="radio"/> Good <input type="radio"/> Service		
Contract:	No		
Blanket Purchase?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<input type="button" value="Update Total"/>			
Accounting - by Line Item			
Company:	1401		
Account:	532140		
Center:	10002000		
Federal Award Number:			
GIC Grant ID:	P10148347289749		
* indicates required field			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			